

Appendix C – Response Format Outline

This Appendix is a template for potential respondents to follow as they prepare a response to the Talbot County Request for Information (RFI) for FTTP Partnership. Responses are not required to use all the space allotted, but should not exceed page limits.

Page requirements are based on Times New Roman or Calibri 12-point font with 1” margins on all sides. Start a new page for each response header. Responses that do not follow this format may be excluded from further consideration.

1. Cover Letter

2. Business Model Summary

3. Affirmation

4. Experience

5. Technical and Operational Approach

6. Business Structure

7. Open Access

8. Schedule

9. Privacy

10. Financing and Funding

Complete Appendix B – Financial Responsibilities and attach additional one-page flowchart.

11. Services

12. Pricing

13. Local Participation and Economic Development

14. References

Appendix A

This is a separate Microsoft Excel file and should be filled out and returned electronically in its native format. All printed copies of the RFI response should also include this Appendix.

Appendix B

This is an Adobe PDF file and should be filled out and returned electronically in its native format. All hard copies of the RFI response should also include a copy of this Appendix.